

March 4, 2003

The Honorable Board of Supervisors  
County of Los Angeles  
383 Kenneth Hahn Hall of Administration  
500 West Temple Street  
Los Angeles, CA 90012

Dear Supervisors:

**REQUEST FOR DELEGATED AUTHORITY  
TO NEGOTIATE AND CONSUMMATE MINOR LEASES  
FOR VARIOUS DEPARTMENTS  
(ALL) (3 VOTES)**

**IT IS RECOMMENDED THAT YOUR BOARD:**

1. Delegate the authority to the Chief Administrative Office (CAO) to negotiate and consummate the minor leases shown on Exhibit A for various County departments.
2. Find that the proposed leases are categorically exempt from the provisions of the California Environmental Quality Act (CEQA) pursuant to Class 1, Section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board.
3. Approve these projects and authorize the CAO and the departments involved to implement the projects.

**PURPOSE/JUSTIFICATION OF RECOMMENDED ACTION**

Approval of the proposed action will allow the CAO to administratively extend minor leases, and to renew these leases one time, to provide the various County departments involved continued tenancy at their current locations.

Honorable Board of Supervisors

March 4, 2003

Page 2

Minor leases, as defined by County Code Section 2.08, are leases with a duration of three years or less, and rental payments not exceeding \$7,500 per month, including tenant improvements, if any. Pursuant to the authority granted under County Code 2.08, as amended in 2002, the CAO has been administratively consummating all minor leases, whether new or re-leases, and reporting these on an annual report to your Board. A recent opinion from County Counsel, however, indicated that while the CAO has the authority to execute new minor leases, a re-lease of the same facility would require Board approval. Therefore, we are requesting blanket authority by the Board for these re-leases, in order to improve processing efficiency. Each lease will undergo the CAO's usual review process to ensure that it is consistent with County policies and continues to be in the best interests of the County.

### **IMPLEMENTATION OF STRATEGIC PLAN GOALS**

The Countywide Strategic Plan directs that we improve the workplace environment in order to enhance quality and productivity (Goal 2, Strategy 2) and that we strengthen the County's fiscal capacity (Goal 4). The CAO, in conjunction with the departments involved in the subject leases, will attempt to consolidate multiple departmental functions and will house subvented programs in leased space to ensure compliance with the Strategic Asset Management Principles, prior to the consummation of any minor lease.

### **FISCAL IMPACT/FINANCING**

Since all the facilities involved are currently subject to existing leases, it is anticipated that there will be little fiscal impact, if any, from the proposed re-leases. The impact will result only from small increases in the rental rates negotiated, if any. A further limitation is that these rates cannot increase beyond \$7,500 per month without your Board's approval.

### **FACTS AND PROVISIONS/LEGAL REQUIREMENTS**

The proposed recommendations will be applicable to the 34 leases shown on Attachment A, which are due to expire during the calendar year 2003, provided the departments involved indicate a desire to stay at the current facility. New leases with the same term and rental rate limitations, at a different facility, will continue to be covered by County Code 2.08.

- The departments involved will have to provide sufficient justification of their continued need for the space to the CAO, and the CAO will need to find that the renewal of the existing lease is the best course of action.
- The facilities involved will have to meet the criteria for seismic integrity set by the Department of Public Works to be suitable for County occupancy.
- The proposed leases will become effective upon approval and execution by the CAO.
- The proposed leases are too small for child care facilities to be incorporated.
- The proposed leases may contain a rental adjustment provision based on the Consumer Price Index (CPI). Rental adjustments will not cause the rental rates to exceed \$7,500 per month.

### **IMPACT ON CURRENT SERVICES (OR PROJECTS)**

The CAO believes that the proposed recommendations are in the best interest of the County by providing a mechanism to obtain necessary space for the various County requirements in a more efficient manner. The CAO will consummate these leases only if, upon review, they are found individually to be in the best interest of the County.

Honorable Board of Supervisors  
March 4, 2003  
Page 4

Some of the facilities shown have additional existing County lease(s). To the extent possible, the CAO will consolidate these leases into one agreement, and if it exceeds the administrative limitations, a recommendation will be brought to your Board for consideration.

**NEGATIVE DECLARATION/ENVIRONMENTAL IMPACT REPORT**

Since all the leases shown on Attachment A are in essence re-leases, these projects are exempt from CEQA pursuant to Class 1, section r, of the Environmental Document Reporting Procedures and Guidelines adopted by your Board on November 17, 1987, and Section 15061 (b) (3) of the State CEQA Guidelines.

Respectfully submitted,

DAVID E. JANSSEN  
Chief Administrative Officer

DEJ:SNY  
SHK:MS:hd

Attachment

c: County Counsel  
Auditor-Controller  
All County Departments Indicated

MinorLeases.b

DEPARTMENT/PROGRAM	ADDRESS	LEASE NO.	SQ.FT/ PARKING	START DATE	END DATE	
Public Social Services/ Parking	8155 Van Nuys Boulevard Panorama City	L-0687	83 spaces	06/13/2001	Month-to-Mo	
Parks and Recreation/ Roy Campanella Park (Ground Lease)	14812 Stanford Avenue & Rosecrans Avenue Compton	P-41059	4,424	03/01/1960	Year-to-Year	
Sheriff/ Substation	5383 West Centinela Avenue Los Angeles	L-0464	1,700	01/01/96	Year-to-Year	
Sheriff/ Commercial Crimes	2934 East Garvey Avenue, Suite 235 West Covina	L-0500	1,383	11/01/1996	Month-to-Mo	
Parks & Recreation/ Park Playground	19150 Placerita Canyon Road Newhall	P-009	352	06/01/1990	Year-to-Year	
Public Social Services/ - General Relief Opportunities for Work (GROW)	1851 North Gaffey Street - Sublease San Pedro (Suites A,D,E,F,G,H,I & J)	L-0803	2,070	05/06/2002	Month-to-Mo	
Fire Department/ Contract Aircraft - Office Space	16700 Roscoe Boulevard Van Nuys	L-0821	1,500	08/01/2002	01/31/20	
Fire Department/ Contract Aircraft-Ramp Space	16700 Roscoe Boulevard Van Nuys	L-0825	1.2 acres	08/01/2002	01/31/20	
Mental Health/ Parking for 1224 Vine Street	1341 North Vine Street Hollywood	L-0693	20 spaces	03/10/2002	03/09/20	
Fire Department/ Hazardous Materials Program	6971 East Bandini Boulevard Commerce - Station #89	L-0691	1,800	04/01/2000	03/31/20	
Children & Family Services / Runaway Adolescent Program	6464 Sunset Boulevard, Suite 900 Hollywood	70672	2,644	04/18/01	04/17/20	
Alternate Public Defender/ Legal Representation	43770 North 15 <sup>th</sup> Street West, Suite 200 Lancaster	L-0697	1,600	05/15/2000	05/14/20	
Public Social Services/ Parking for 2855 East Olympic	2813 East Olympic Boulevard Los Angeles	L-0702	36 spaces	07/15/2000	07/14/20	
Children & Family Services/ Shelter Care for Juvenile Court	936 West Avenue J-4, Suite 201 Lancaster	L-0701	1,350	07/27/2000	07/26/20	
Sheriff / Region Surveillance & Apprehend Team	2239 East Garvey Avenue North West Covina	L-0703	1,989	08/01/2000	07/31/20	
Agricultural Commissioner/ Weights and Measures	1320 Olympic Boulevard, Suite 216 Los Angeles	L-0686	776	08/28/2000	08/27/20	
Chief Administrative Office/ Service Integration Branch	222 South Hill Street, Suite 670 Los Angeles	L-0696	1,100	09/01/2000	08/31/20	

Health Services/ Clinic	8201 Pearblossom Littlerock	L-0727	3,200	09/01/2000	08/31/2003	
Public Social Services/ In-Home Supportive Services	43424 Copeland Circle Lancaster	L-0711	2,400	10/01/2000	08/31/2003	
Sheriff/ Community Relations	13308 2 Valley Boulevard La Puente (Store Front)	L-0817	522	09/23/2002	09/22/2003	
Chief Administrative Office/ Service Integration Branch	222 South Hill Street, Suite 200 Los Angeles	L-0704	1,892	10/01/2000	09/30/2003	
Public Social Services/ Parking	123 East Artesia Boulevard Compton	L-0714	98 spaces	10/01/2000	09/30/2003	
Chief Administrative Office/ Parking Use	252 South Hill Street Los Angeles	L-0695	2 spaces	10/01/2000	09/30/2003	
Board of Supervisors/ 4 <sup>th</sup> District Office	1199 South Fairway Drive, Suite 111 Walnut	L-0715	1,108	10/11/2000	10/10/2003	
Probation/ Juvenile Probation	7100 Van Nuys Boulevard, Suite 206 Van Nuys	L-0720	1,900	10/24/2000	10/23/2003	
Board of Supervisors/ Fifth District Office	21949 Plummer Street Chatsworth	L-0700	1,200	10/30/2000	10/29/2003	
Mental Health/ Parking	1841 Long Beach Boulevard Long Beach	L-0783	26 spaces	12/01/2001	10/31/2003	
Sheriff/ Legislative Advocate Resident	1500 Seventh Street #12-O Sacramento	L-0824	780	11/01/2002	10/31/2003	
Mental Health/Parking for 1975 Long Beach Boulevard	1945 Palmer Court Long Beach	L-0722	44 spaces	11/17/2000	11/16/2003	
Health Services/ Dollarhide Health Center	1108 North Oleander Avenue Compton	L-0724	2,537	12/01/2000	11/30/2003	
Chief Administrative Office/ Intergovernmental Relations	440 First Street, NW Washington, DC	L-0604	1,105	12/01/1998	11/30/2003	
Children & Family Services/ Parking Lot	3101 East Carson Street Lakewood	L-0718	50 spaces	12/01/2000	11/30/2003	
Public Library/ Charter Oak Library	20540 East Arrow Highway, Unit K Charter Oak	L-0744	2,500	12/29/2000	12/28/2003	

(1) Additional leases in the building; regular (Board -approved) or minor leases which are not due in 2003.